



U.S. ARMY ENVIRONMENTAL CENTER

CULTURAL RESOURCES PROGRAM  
ASSISTANCE ANNOUNCEMENT

PAA 00-2

NOVEMBER 1999

**ABERDEEN PROVING GROUND  
MARYLAND**

**U.S. ARMY ENVIRONMENTAL CENTER**  
**PAA 00-2**

**PREFACE**

The U.S. ARMY ENVIRONMENTAL CENTER (USAEC) is a Headquarters, Department of the Army field operating activity located at Aberdeen Proving Ground, MD whose mission is to assist the Army staff in integration, coordination and oversight for the Army's Environmental Programs, and to provide support to Army Headquarters, Major Commands, and Installation Commanders. The USAEC is developing Cooperative Agreements to obtain assistance in achieving clearly identified public purposes associated with stewardship of the Nation's cultural resources entrusted to the United States Army's care.

The Army's mission is to train and equip soldiers and maintain readiness to provide for the defense of this Nation. To accomplish that mission it uses, occupies and controls installations and associated facilities across this Nation. Army facilities are rich in cultural resources such as archeological sites, archeological artifacts, Native American sacred sites, and historic buildings, structures, and districts. Army cultural resources are a significant and valuable part of the heritage of both the Army and the Nation. Both Congress and the Executive Branch have clearly established a public policy directing Federal preservation of these resources.

The Army is committed to effective, long-term, and sound stewardship of the cultural resources entrusted to its care. The Army, in recognition of its growing inventory of cultural resources and limited fiscal resources, intends to accomplish these established public purposes by providing for the stewardship of its cultural resources through development of progressive and efficient strategies for management of these resources. To meet this challenge, the Army recognizes the value of involving stakeholders, and, in particular, the establishment of cooperative agreements in the management of its cultural resources with those stakeholder organizations having an interest in assisting the Army's management efforts. Cooperative agreements with federally recognized Indian tribes interested in providing cultural resources support to the Army are encouraged and will enhance the existing government-to-government relationship and tribal capacities to manage cultural tribal trust resources.

This Program Assistance Announcement (PAA) is intended to solicit proposals for Cultural Resource Support Cooperative Agreements on either a worldwide (OCONUS), National (CONUS), Regional, or State-by-State basis. The Cooperative Agreements will allow organizations to provide cultural resources technical assistance directly to the Army's installations, major commands, and headquarters. This Announcement provides a general description of the Army's program, including specific areas of interest; defines the evaluation and selection criteria; and provides proposal preparation instructions and formats in the Appendices. Proposals are sought from public and private educational institutions, museums, federally recognized Indian tribes, private nonprofit organizations, state and local governments, and private industry. Any of the above listed organizations can apply to provide all or any part of the needed cultural resources support. Joint ventures between two or more organizations can be used as a means to enhance support potential. This is a continuously open announcement. (Reference Page 12, "Schedule of Reviews") The PAA will be revised as needed and amendments of this announcement will be advertised on the USAMRAA web site (<http://www-usamraa.army.mil>) and in the Commerce Business Daily.

Questions concerning the preparation of proposals can be e-mailed to:  
[BC.Baker@amedd.army.mil](mailto:BC.Baker@amedd.army.mil)

Or mailed to: U.S. Army Medical Research Acquisition Activity  
ATTN: PAA 00-2  
820 Chandler Street  
Fort Detrick MD 21702-5014

**U.S. ARMY ENVIRONMENTAL COMMAND**  
**PAA 00-2**

**TABLE OF CONTENTS**

<b>PREFACE .....</b>	<b>2</b>
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>AREAS OF INTEREST .....</b>	<b>5</b>
CULTURAL RESOURCE SUPPORT .....	5
A. <i>Curation Support for Army Archeological Collections.....</i>	5
B. <i>Development of Army Integrated Cultural Resources Management Plans.....</i>	5
C. <i>Technical Support to Army for Cultural Resources Management Needs.....</i>	6
D. <i>Native American Consultation Support.....</i>	6
E. <i>Conference, Meeting, or Symposium Support.....</i>	7
<b>GENERAL INFORMATION .....</b>	<b>7</b>
USAEC AWARDS.....	7
AWARD ELIGIBILITY .....	8
PROCUREMENT INTEGRITY, CONFLICTS OF INTEREST, AND OTHER IMPROPER BUSINESS ACTIVITIES .....	8
DISCLOSURE OF INFORMATION OUTSIDE THE GOVERNMENT.....	8
GOVERNMENT OBLIGATION .....	8
INFORMATION SERVICE.....	9
FULL PROPOSALS .....	9
<b>EVALUATION AND SELECTION.....</b>	<b>9</b>
GENERAL EVALUATION FACTORS .....	9
AREA OF INTEREST EVALUATION FACTORS.....	9
A. <i>Curation Support for Army Archeological Collections.....</i>	9
B. <i>Development of Army Integrated Cultural Resources Management Plans.....</i>	10
C. <i>Technical Support to Army for Cultural Resources Management Needs.....</i>	10
D. <i>Native American Consultation Support.....</i>	11
E. <i>Conference, Meeting, or Symposium Support.....</i>	11
SELECTION.....	12
SCHEDULE OF REVIEWS .....	12
<b>AWARD ADMINISTRATION.....</b>	<b>12</b>
INFORMATION RELEASE .....	12
FREEDOM OF INFORMATION ACT REQUESTS .....	12
DISPUTES.....	13
REPORTS.....	13
<b>PROPOSAL PREPARATION.....</b>	<b>13</b>
COVER PAGE AND ABSTRACT.....	14
PROPOSAL TABLE OF CONTENTS .....	14
STATEMENT OF WORK .....	14
BODY OF PROPOSAL.....	14
DETAILED COST ESTIMATE .....	15
ADDENDA.....	16
REGULATIONS AND FORMS.....	16
<b>APPENDICES.....</b>	<b>18</b>
APPENDIX 1 COVER PAGE.....	I
APPENDIX 2 PROPOSAL ABSTRACT.....	IV

APPENDIX 3 PROPOSAL TABLE OF CONTENTS..... VI

# AREAS OF INTEREST

## CULTURAL RESOURCE SUPPORT

**NOTE: THIS PROGRAM ANNOUNCEMENT IS NOT RESTRICTED TO THE U.S. ARMY, OTHER DOD SERVICE COMPONENTS MAY UTILIZE THIS ANNOUNCEMENT AND AS SUCH, ALL REFERENCES TO U.S. ARMY AND ARMY REGULATIONS SHOULD BE INTERPRETED TO REFERENCE THE APPLICABLE SERVICE REGULATION.**

### **A. Curation Support for Army Archeological Collections**

The U.S. Army owns, controls, or leases over 12 million acres of land for its mission needs. In order to comply with federal cultural resources management requirements the Army has carried out many archeological excavations on installations throughout the United States. These projects have recovered approximately 8,500 cubic feet of archeological artifacts and 1,300 linear feet of related documents that are the property and responsibility of the Army. The Army has a need to curate these collections and associated documents in accordance with 36 CFR 79. In order to meet these needs, the Army is seeking to enter into cooperative agreement partnerships with organizations that can provide support for the curation of these artifacts, which are part of the National heritage. The curation facility must meet the standards set forth in 36 CFR 79 for curation and for staffing, as applicable.

### **B. Development of Army Integrated Cultural Resources Management Plans**

Army installations are required to develop an Integrated Cultural Resources Management Plan (ICRMP) in accordance with Army regulations and guidance. Army Regulation 200-4, Cultural Resources Management (AR 200-4) and Department of the Army Pamphlet 200-4, Cultural Resources Management (DA PAM 200-4) are the Army policy and guidance documents for the preparation of ICRMPs. These documents can be found on the USAEC Web site in the Conservation/Cultural Resources section: <http://aec.army.mil>. To assist in managing the lands held by the Army in public trust, the Army is seeking support for the development of ICRMPs from cooperative agreement partners. Staff preparing ICRMPs must meet federal professional standards found in 36 CFR 61, Appendix A, as applicable. Guidance for preparation of ICRMPs can be found in the above reference and includes the following components:

1. Executive Summary
2. Introduction
3. Statutes and Regulations
4. A Planning Level Survey (PLS) to include a literature review, map and site file search, development of archeological sensitivity assessments or predictive models, installation historic contexts, summary of existing inventory and NR eligibility data, development of GIS layers to support the PLS. The PLS should include sections on installation mission, local cultural chronology, the physical and natural environment with reference to land use patterns.
5. Cultural Resources Inventory strategy with reference to future Section 106 undertakings
6. A Management Plan to include cultural resources requirements outlined in previous sections, external coordination and consultation, Standard Operating Procedures (SOPs), and required analyses

### **C. Technical Support to Army for Cultural Resources Management Needs**

The Army desires to enter into mutually beneficial partnerships through cooperative agreements to attain clearly identified public purposes associated with cultural resources stewardship, including: :

1. Archaeological and Historic Building and Structure Planning Level Surveys;
2. Archaeological and Historic Building and Structure identification, inventories and reports;
3. Archaeological and Historic Building and Structure Evaluations of Eligibility for inclusion on the National Register of Historic Places, and reports;
4. Archeological Data Recovery plans and projects;
5. Levels 1-4 HABS/HAER building and structure documentation;
6. Technical assistance for building and structure repair, renovation, rehabilitation, and restoration;
7. Assistance in preparing other documents for cultural resources management needs;
8. Assistance with Native American cultural resource issues;
9. Survey and identification of Native American sacred sites and properties of traditional religious and cultural importance using archeological methods, historic documents, oral histories, and informant interviews.

In addition to the above, in order to enhance the cooperative agreement effort, the Army desires to develop partnerships with stakeholders who could benefit from day-to-day contact with the Army and could provide liaison(s) to support Army cultural resources management and provide technical expertise. Liaison positions could be part- or full-time. Principal duties would be:

- a. Develop a standard operating procedure for day to day working relationship between the cooperator liaison(s) and Army to address work product schedules, priorities and requests.
- b. Support the Army cultural resources management program by providing expert technical information, regulatory compliance reviews, management plan reviews, project management, corporate data reviews and analyses, technical input into policy development and application, assistance in professional meetings and consultations, and other duties as assigned.
- c. Provide technical expertise in the cultural resources area, including but not limited to regulatory affairs for National Historic Preservation Act, Native American Graves Protection and Repatriation Act, and other pertinent cultural resources statutes, regulations, and Executive Orders.

Individuals assigned to projects must meet federal professional standards found in 36 CFR 61, Appendix A, as applicable.

### **D. Native American Consultation Support**

The Army must comply with a variety of federal laws, regulations, Executive Orders and Presidential Memoranda concerning federally recognized Native American and Native Hawaiian groups. These include the Native American Graves Protection and Repatriation Act (NAGPRA), Archeological Resources Protection Act (ARPA), National Historic Preservation Act (NHPA) Section 101, American Indian Religious Freedom Act (AIRFA), Executive Order 13007- Indian Sacred Sites, And Presidential Memorandum “Government to Government Relations with Native American Tribal Governments.” In order to enhance the existing government-to-government relationship between federally-recognized Indian tribes and the Army, to increase tribal

capacities to manage cultural tribal trust resources and to gain support in the consultation process with federally recognized Indian tribes and Native Hawaiian organizations, the Army is interested in creating partnerships with stakeholders through cooperative agreements. Potential support areas include:

1. Consultation support under NAGPRA Section 5 on the inventory of human remains and associated funerary objects;
2. Consultation support under NAGPRA Section 6 on the summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony;
3. Consultation support under NAGPRA Section 7 for the repatriation of the above mentioned materials;
4. Consultation support under NAGPRA Section 3c for the discovery of above mentioned materials during the course of an intentional excavation;
5. Consultation support under NAGPRA Section 3d for the inadvertent discovery of above mentioned material during the course of normal installation activities;
6. Consultation support under EO 13007 for sacred sites;
7. Consultation support under NHPA for identification, evaluation, and treatment for properties of traditional religious and cultural importance;
8. Consultation support under ARPA for permit requests that may involve Indian religious or cultural sites and identification of sites of religious or cultural importance.

#### **E. Conference, Meeting, or Symposium Support**

The Army may provide financial support (if funding is available) for conferences, meetings, or symposia that benefit military programs. These conferences bring together a variety of people and organizations to encourage support of cultural resources. The Army desires support from an organization that has the ability and expertise to develop and support conferences, meetings and symposiums that relate to Army cultural resource issues.

## **GENERAL INFORMATION**

### **USAEC AWARDS**

The U.S. ARMY ENVIRONMENTAL CENTER (USAEC) is establishing this program to support the Army through the award of cooperative agreements to accomplish their Cultural Resource needs. The U.S. Army Medical Research Acquisition Activity (USAMRAA) processes proposals selected for funding.

#### **Definitions:**

**Cooperative Agreement.** A legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into a relationship, the principal purpose of which is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States, rather than to acquire property or services for the Department of the Army's direct benefit or use, and that substantial involvement is expected between the Department of the Army and the recipient when carrying out the activity contemplated by the cooperative agreement. The term does not include "cooperative research and development agreements" as defined in 15 U.S.C. 3710a.



*Cooperative agreements are awarded to organizations, not individuals. A proposal must be submitted through a university, college, museum, federally recognized Indian Tribe, nonprofit organization, local or state government agency, or commercial firms in order to receive support.*

Cooperative Agreements will be awarded as authorized by the Department of Defense Grant and Agreement Regulations (DODGAR). These regulations can be accessed via the following Internet site: <http://www-usamraa.army.mil>. **It is important to note that "for-profit" organizations shall not receive payment of fee or profit under cooperative agreements awarded. (Reference DODGAR 34.18)**

Funding will be provided on an as needed basis by the requiring organization during the life of the agreement. Under cooperative agreements, payments are made periodically in accordance with the payment schedule contained in the award document.

## **AWARD ELIGIBILITY**

A recipient should meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities (OMB Circulars. (<http://www.1800net.com/nprc/omb-a110.html> or <http://www.pr.doe.gov/omb2.html>)

AR 200-4 and DA PAM 200-4 provide information about the Army's Cultural Resources Management Program. The AR describes Army policy for managing cultural resources to meet legal compliance requirements and to support the military mission. The DA PAM provides guidance for implementing Army policy as prescribed in AR 200-4. These documents can be found at: <http://aec.army.mil> in the Conservation/Cultural Resources section.

## **PROCUREMENT INTEGRITY, CONFLICTS OF INTEREST, AND OTHER IMPROPER BUSINESS ACTIVITIES**

The Procurement Integrity Act, Title 41 United States Code 423, et seq., contains prohibitions against certain activities between offerors and Government Officials. Any questions regarding these prohibitions should be directed to the USAMRMC legal staff at 301-619-2065. Proposed military/civilian collaborations should pay particular attention to the Procurement Integrity Act.

## **DISCLOSURE OF INFORMATION OUTSIDE THE GOVERNMENT**

By submission of an application, the applicant understands that disclosure of information outside the Government shall be for the sole purpose of technical evaluation. The USAMRMC will obtain a written agreement from the evaluator that information in the proposal will only be used for evaluation purposes and will not be further disclosed or utilized. Funded projects may be subject to public release under the Freedom of Information Act; proposals that are not selected for funding will not be subject to public release.

## **GOVERNMENT OBLIGATION**

Offerors are cautioned that only an appointed Contracting/Grants Officer may obligate the government to the expenditure of funds. No commitment on the part of the Government to fund

preparation of a proposal, or to support research should be inferred from discussions with a technical project officer. An offeror who makes financial or other commitments for an effort in the absence of an actual legal obligation signed by the USAMRAA Contracting/Grant Officer does so at their own risk.

## **INFORMATION SERVICE**

Submitters may use the technical reference facilities of the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, telephone: 703-605-6000 (<http://www.ntis.gov/>) to acquire information of existing research to avoid duplication of effort.

## **FULL PROPOSALS**

Email or postcard will acknowledge receipt of proposal. Proposals will be prepared according to the instructions under the Proposal Preparation Section. Proposal forms are included in the Appendices and should be part of the submission package. The length of time requested for support should be consistent with the nature and complexity of the proposed support.

## **EVALUATION AND SELECTION**

### **GENERAL EVALUATION FACTORS**

Proposals are reviewed by USAEC for technical merit and program relevance using the factors listed below (in descending order of importance).

1. Support Objective - Does the proposal demonstrate a clear understanding of the support required and of Army's relevant policies and procedures?
2. Procedures - Are the plans, methods, techniques and procedures feasible, clear, valid, and adequately referenced?
3. Qualifications - Are the qualifications, capabilities, and experience of the proposed PI and other key personnel sufficient to achieve the proposed objectives?
4. Facilities - Are the proposed facilities and equipment, or unique combinations of these, adequate for the proposed objectives?
5. Budget - Does the budget appear fair and reasonable?

### **AREA OF INTEREST EVALUATION FACTORS**

#### **A. Curation Support for Army Archeological Collections**

Proposals must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;

- Curation cost per cubic foot; also list what is included with curation support (e.g. cataloging, database, access, etc.);
- Cost per cubic foot to rehabilitate collections that are not packaged to museum standards;
- Cost to conserve specific artifact types, including different types of organic materials and metals;
- The facility's past experience with curation and the types and quantity of collections currently being curated;
- Facility staffing and staff qualifications;
- Federal collections, including military collections, curated by the facility;
- Amount of space available for artifact curation;
- Geographic areas from which collections are accepted.

## **B. Development of Army Integrated Cultural Resources Management Plans**

Proposals must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Staff available for development of an ICRMP (Archeologist, Historian, Architectural Historian, Preservation Planner, GIS Developer, technicians, etc.);
- Corporate and staff experience with developing cultural resources management plans;
- Experience with federal cultural resources laws, regulations, requirements, and practices;
- Previous experience on federal, DoD and Army facilities and installations;
- GIS capabilities;
- States or regions of capability, based on past experience and staff expertise.

## **C. Technical Support to Army for Cultural Resources Management Needs**

Proposals must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;

- Specialists available for completion of the above projects (Archeologist, Historian, Ethnohistorian, Ethnologist, Architectural Historian, Preservation Planner, GIS Developer, technicians, etc);
- How would each type of project be staffed?;
- GIS capabilities;
- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed liaison(s);
- States or regions of capability, based on experience and staff expertise.

#### **D. Native American Consultation Support**

Proposal must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Specialists available for Native American consultation assistance, including academic credentials, experience in tribal consultation, and training, or traditional cultural expertise or practitioners.
- How would a consultation be conducted?;
- Types of Native American consultation procedures the organization has carried out. What is the organization's experience with Native American issues?
- If a federally recognized tribe, for what other tribes or what region(s) would you offer consultation assistance to the Army.

#### **E. Conference, Meeting, or Symposium Support**

Proposal must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Any conference, meeting or symposium previously developed or supported by the Offeror by name, date and location.
- A point of contact's name, phone no. and agency as a reference for any conference listed within the proposal.
- Staff available for conference, meeting or symposium support.

## **SELECTION**

The final stage of the evaluation is the establishment of an order of merit based on program relevance and technical merit evaluations focusing on programmatic objectives. Subsequent awards depend upon the availability of funds, and the program requirements and priorities existing at the time of award. Funding priorities may change as Cultural Resource Program tasks are addressed and evaluated individually or as a group and as new mission assignments arise. The Government reserves the right to make an award to an offeror whose proposal offers the best value to the Government.

## **SCHEDULE OF REVIEWS**

Proposals may be submitted at any time. The Army will review, evaluate and award cooperative agreement proposals, as they are received, that are technically acceptable and whose budgets are deemed to be fair and reasonable in accordance with the applicable OMB Circulars.

## **AWARD ADMINISTRATION**

## **INFORMATION RELEASE**

Cooperative Agreement recipients are required to agree to the release of information\* pertaining to the Cultural Resource Support implemented by the award instrument. Statement (1) shall be included in all such releases.

1. "This work was supported by the U.S. ARMY ENVIRONMENTAL CENTER under Cooperative Agreement No. DAMD17-\_\_\_\_\_. The U.S. Army Medical Research Acquisition Activity, 820 Chandler Street, Fort Detrick MD 21702-5014 is the awarding and administering acquisition office. Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the U.S. Army."

\* "Information" includes and is not limited to new releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, presentations at professional meetings, trade association meetings, symposia, web pages and E-mail.

## **FREEDOM OF INFORMATION ACT REQUESTS**

The Freedom of Information Act (FOIA) (5 USC 552) provides a statutory basis for public access to official Government records. "Records" are defined to include documentation received by the government in connection with the transaction of public business. Records must be made available to any person requesting them unless the records fall under one of nine exceptions to the Act. (<http://www.aclu.org/library/foia.html>).

When a FOIA request asks for information contained in a successful proposal that has been incorporated into an award document, the submitter will be contacted and given an opportunity to object to the release of all or part of the information that was incorporated. A valid legal basis

must accompany each objection to release. Each objection will be evaluated by USAMRMC in making its final determination concerning which information is or is not releasable. If information requested is releasable, the submitter will be given notice of USAMRMC's intent to release and will be provided a reasonable opportunity to assert available action. ARPA and NHPA exclude release of information about sacred sites and archeological site locations from Freedom of Information Act disclosure. Executive Order 13007, "Indian Sacred Sites" requires that where appropriate, agencies shall maintain the confidentiality of sacred sites.

## **DISPUTES**

Disagreements regarding issues concerning assistance agreements between the recipient and the Grants Officer shall, to the maximum extent possible, be resolved by negotiation and mutual agreement at the Grants Officer level. If agreement cannot be reached, it is our policy to use alternative dispute resolution (ADR) procedures that may either be agreed upon by the Government and the recipient in advance of the award or may be agreed upon at the time the parties determine to use ADR procedures. If the parties cannot agree on the use of ADR procedures, the recipient can submit, in writing, a disputed claim or issue to the Grants Officer. The Grants Officer will consider the claim or disputed issue and prepare a written decision within 60 days of receipt. The Grants Officer's decision will be final. The recipient may appeal the decision within 90 days after receipt of such notification. The Head of the Contracting Activity will resolve appeals. The decision by the Head of the Contracting Activity will be final and not subject to further administrative appeal. However, the recipient does not waive any legal remedy, such as formal claims, under Title 28 United State Code 1492, by agreeing to this provision.

## **REPORTS**

The cooperative agreements will normally require the timely delivery of several reports during the research effort. The awardee must realize reports are necessary for continuation of the program efforts and funding. Each award instrument will state the necessary reports that are due to the government. The usual reports consist of the following:

- a. Quarterly Standard Form Report, SF272, Federal Cash Transaction Report, is used for grants and cooperative agreements. (This form is usually attached to the grant or cooperative agreement);
- b. Annual reports consist of detailed summaries of Cultural Resource issues, and accomplishments during the project;
- c. Final report details the findings and issues of the completed project.

## **PROPOSAL PREPARATION**

Proposals will be submitted on an IBM formatted disk in a format readable by Microsoft Office or Adobe Acrobat. A signed original proposal package and the disk should be mailed to:

US Army Medical Research Acquisition Activity (USAMRAA)  
ATTN: MCMR-AAA-V (PAA 00-2)  
820 Chandler Street  
Fort Detrick MD 21702-5014

## **COVER PAGE AND ABSTRACT.**

Each proposal must include a completed Proposal Cover Page (See Appendix 1) and Proposal Abstract (See Appendix 2). These forms will be attached to the proposal so that Cover Page and Abstract are foremost.

## **PROPOSAL TABLE OF CONTENTS.**

A table of contents (See Appendix 3) should be included to show location of:

1. Proposal Cover Page
2. Abstract
3. Table of Contents
4. Statement of Work
5. Body of Proposal
6. Budget Information
7. Addenda

## **STATEMENT OF WORK**

The Statement of Work (SOW) is a series of relatively short statements should be included which comprise the approach to each of the major goals or objectives of the proposed project. The statements should outline the specific tasks, systems and materials that are reasonable estimates for providing the proposed Cultural Resources Support. An outline should be included which shows the work statements to be accomplished in each year of the award. As a guide, the SOW for a three-year effort should require approximately one page of single-spaced typing.

## **BODY OF PROPOSAL**

A detailed description of the Cultural Resources Support to be undertaken should be submitted. This will include background, objectives, approach, methods, and their relationship to the state of knowledge in the field and to comparable work in progress elsewhere. Evaluation of the proposed support will be influenced by the adequacy of this information. Curriculum vitae will be shown in separate addenda entries. The following general outline should be followed:

1. Background. Provide a brief statement of ideas and reasoning behind the approach proposed for the required support. Describe the organization and previous experience most pertinent to this proposal. List geographical areas for which support will be provided. Cite relevant literature references;
2. Methods. Give details about the methodology to be used. If the methodology is new or unusual, describe in sufficient detail for evaluation, and
3. Staff Qualifications. The offeror certifies that the investigator's credentials have been examined and verifies that the investigator is qualified to conduct the proposed study.

## DETAILED BUDGET INFORMATION

Costs proposed must conform to the following regulations and principles:

Department of Defense Grants and Agreement Regulations

Educational Institutions: OMB Circular A-21, Cost Principles for Educational Institutions.

Nonprofit Organizations: OMB Circular A-122, Cost Principles for Nonprofit Organizations.

OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations.

State and Local Governments: OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments

State, Local, and Indian Tribal Governments: OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments

The cost of preparing proposals in response to this PAA is not considered an allowable direct charge to any resultant cooperative agreement. It is, however, an allowable expense to the bid and proposal indirect cost specified in FAR 31.205-18, and OMB Circulars A-21 and A-122. The budget(s) must include the following:

1. Direct Labor Costs: Show current and projected salary amounts in terms of man-hours, man-months or annual salary to be charged by the principal investigator(s), associates and assistants, and the total amount per year to be paid to each from the project. State the number of man-hours used to calculate a man-month or man-year. Proposals from universities should include time and amounts identified by academic year and summer effort.

The proposal must identify the following:

a). The basis for the direct labor hours or percentage of effort, e.g., historical hours or estimates.

b). The basis for the direct labor rates or salaries. Labor costs should be predicated upon actual labor rates or salaries. Budget estimates may be adjusted upward to forecast salary or wage cost-of-living increases that will occur during the contract period. The proposal should separately identify and explain the ratio applied to base salary/wage for cost-of-living adjustments and merit increases.

2. Fringe Benefits and Indirect Cost Rates (overhead, general and administrative and other): The most recent rates, dates of negotiation, the base(s) and periods to which the rates apply must be disclosed and a statement included to identify whether the proposed rates are provisional or fixed. A copy of the negotiated rate agreement should be provided with the proposal. If negotiated forecast rates do not exist, provide sufficient detail regarding a determination that the costs included in the forecast rate are allocable according to applicable regulations and principles provisions (see above). Disclosure should be sufficient to permit a full understanding of the content of the rate(s) and how it was established.

As a minimum, submission should identify:

a). All individual cost elements included in the forecast rate(s);

b). The basis used to prorate indirect expenses to cost pools, if any;

c). How the rate(s) was calculated; and

d). The distribution basis of the developed rate(s).



3. Subcontracts or subgrants: A description of support that is to be awarded by subcontract or subgrant must be provided.
4. Consultant Costs: State the daily consultant fee, nature of the consulting effort, and why consultants are required to complete the effort.
5. Fixed Fee: **Fixed Fee is not allowable on cooperative agreements.**

## ADDENDA

Include items appropriate to the proposal. Incomplete proposals will significantly delay both the review and any subsequent contracting actions.

1. Acronym and Symbol Definition. Provide a glossary of acronyms and symbols, which might not be familiar to reviewers who are not current in the proposal, and research area.
2. Bibliography. List the references in the order they appear in the proposal narrative. Use a reference format, which gives the title of the citation. Do not send or attach copies of articles in print.
3. Curriculum Vitae. CV of all proposed staff primarily involved with conduct of the research, limited to three pages each.
4. **Collaboration and Joint Sponsorship. Provide letter(s) supporting stated collaborative efforts, which are provided at no cost, and are necessary for the project's success. Describe present or prospective joint sponsorship of any portion of the program outlined in the proposal. In the absence of agreements among sponsors for joint support, the proposal should be structured so that the support can be carried out without the resources of any other sponsor. If, however, it is desirable to request partial support from another agency, the proposed plan should be stated and the reasons documented. If the plan cannot be formulated at the time the proposal is submitted, information should be sent later as an addendum to the proposal. Prior approval from both agencies must be secured for support to be undertaken under joint sponsorship.**

## REGULATIONS AND FORMS

1. Copies of the DoD Grant and Agreement Regulation (DoDGAR) referenced in this PAA may be purchased from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. This document is also available at the following Internet site: <http://web7.whs.osd.mil/corres.htm>
2. Office of Management and Budget Circulars referenced in this PAA may be obtained from:

EOP Publication Office  
New Executive Office Building  
725 17<sup>th</sup> Street, NW, Room 2200  
Washington DC 20503  
Telephone: 202/395-7332

or found at website <http://www.whitehouse.gov/WH/EOP/OMB/html/circular-top.html>

3. The formats and forms listed in Appendices 1-3 of this PAA may be reproduced as needed. Other forms and references made within this PAA can be located on the web. If you need assistance, contact:

U.S. Army Medical Research and Acquisition Activity  
ATTN: MCMR-AAA-V (PAA 00-2)  
820 Chandler Street  
Fort Detrick MD 21702-5014  
Phone: 301-619-2503  
FAX: 301-619-2505

4. The Contracting/Grants Officer will contact offerors whose proposals are accepted for funding for specific certifications and statements required by Federal statutes and regulations.

5. Code of Federal Regulations can be found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

## APPENDICES

1. COVER PAGE
2. PROPOSAL ABSTRACT
3. PROPOSAL TABLE OF CONTENTS

## APPENDIX 1 COVER PAGE

A completed Research Proposal Cover Page must be the first page of the proposal. The Cover Page must contain the information listed below. A suggested format is also provided.

1. USAEC Log Number. **Leave this blank.**
2. Offeror's Name and Address: The full name and address of the organization or institution submitting the proposal should be supplied for this item.
3. Type of Organization: Mark appropriate boxes to indicate type of organization/business.
4. Data Universal Numbering System (DUNS): The code is required and can be obtained by registering with Duns and Bradstreet by calling 800-333-0505 or accessing website <http://www.dnb.com/dbis/aboutdb/menu.htm>.
5. Trading Partner Identification Number (TPIN): This number is required if you are a commercial enterprise. You receive the number when registering as a trading partner in the Central Contractor Registration (CCR) database. (You can find the CCR website listed on USAMRAA's web page.) The CCR registration replaces multiple site registrations and replaces the SF 129.
6. Standard Industrial Classifications (SIC): The code is used by the federal government to identify specific industries. It can be obtained by calling 800-827-5722 or accessing the website <http://www.osha.gov/cgi-bin/sic/sicsr5>.
7. Federal Supply Classifications (FSC): The code tells the government what types of products or services your company provides. The code can be obtained by accessing the website <http://www.govcon.com>.
8. Commercial and Government Entity (CAGE): This code is a unique five-character number, which is issued by the Defense Logistics Services Center (DLSC) to identify DoD contractors. You can obtain the number by calling 616-961-4373, Fax 616-961-4388, or by sending an email to [cagemail@dlsc.dla.mil](mailto:cagemail@dlsc.dla.mil).
9. Taxpayer Identification Number (TIN): The TIN is needed for all financial purposes (social security number/employee identification number). (This number can be obtained by calling the IRS at (800-829-1040).)
10. Federal Interagency Committee on Education (FICE) Number: This number is required for statistical reporting of federal support to universities, colleges, and selected nonprofit institutions.
11. Proposal Title: Insert title of research proposal not to exceed 120 characters.
12. Proposed Start Date: Earliest date principal investigator believes work could begin (at least six months from the submission date).

13. Proposed Duration: Number of years to complete research effort and complete final reports.
14. Proposal Valid Until: Allow a minimum of six months from the date of submission.
15. Chief Executive Officer's (CEO), name, address, e-mail, phone and fax number.
16. Administrative Representative's Information, name, address, e-mail, phone and fax number.
17. Authorized Representative's Information, name, address, e-mail, phone and fax number.

## PAA 00-2 PROPOSAL COVER PAGE

1. USAEC Log No.:		<b>USAEC PROPOSAL COVER PAGE</b>	
2. Name and Address of Offeror:		3. Type of Organization: <input type="checkbox"/> Educational: <input type="checkbox"/> HBCU <input type="checkbox"/> MI <input type="checkbox"/> FDP  <input type="checkbox"/> Other: <input type="checkbox"/> Nonprofit <input type="checkbox"/> Foreign <input type="checkbox"/> Federal Government	
4. Data Universal Numbering System (DUNS):		5. Trading Partner Identification No. (TPIN):	
6. Standard Industrial Classifications (SIC):		7. Federal Supply Classifications (FSC):	
8. Commercial and Govt. Entity (CAGE):		9. Taxpayer Identification Number(TIN):	
10. Federal Interagency Committee on Education (FICE) Number:			
11. Proposal Title:			
	12. Proposed Start Date:	13. Proposed Duration:	14. Proposal Valid Until:
15. Principal Investigator's Name and Address: P.I.'s Work Address:		16. Administrative Representative(s) Negotiator's Work Address:	
Primary:		Primary:	
Alternate:		Alternate:	
Primary Email:		Primary Email:	
Primary Phone No.:		Primary Phone No.:	
Primary FAX No.:		Primary FAX No.:	
17. Authorized Representative:			
Typed Name:		Signature:	
Title:		Date Signed:	

**NOTHING ON THIS PAGE IS PROPRIETARY INFORMATION**

## **APPENDIX 2 PROPOSAL ABSTRACT**

A completed Abstract must be the second page of each copy of the proposal.

The Abstract must include the information listed below. A suggested format is also provided.

1. Proposal Title (120 characters maximum)
2. Keywords. 6-8 words.
3. Abstract. Approximately 200 words. If possible nothing on this page should be proprietary or subject to other restrictions on distribution for evaluation purposes.

## **PAA 00-2 PROPOSAL ABSTRACT**

Proposal Title: *(120- Characters Maximum)*

Keywords: *(6-8 words)*

Abstract: *(Type within outline; approximately 200 words)*

**NOTHING ON THIS PAGE IS PROPRIETARY INFORMATION**



## **APPENDIX 3 PROPOSAL TABLE OF CONTENTS**

- A. Proposal Cover Page
- B. Abstract
- C. Table of Contents (with pagination)
- D. Statement of Work
- E. Body of Proposal
- F. Detailed Budget Information
- G. Addenda
  - 1. Acronym/Symbol Definition
  - 2. Personnel Curriculum Vitae
  - 3. Existing/Pending Support
  - 4. Letter Confirming Collaboration
  - 5. Other

**NOTHING ON THIS PAGE IS PROPRIETARY INFORMATION**